



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600

ARMY BULLETIN NO. 18

16 May 2002

ENLISTED SEPARATIONS (DPCS-EP)

1. REFERENCES:

- a. AR 135-91 Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures 26 Sep 00
- b. AR 135-178 Separation of Enlisted Personnel 3 Dec 01
- c. NGR 600-200 Enlisted Personnel Management 1 Mar 97
- d. NGR 614-1 Inactive Army National Guard 14 Nov 86

2. PURPOSE: To provide guidance and a standardized format for submission of Enlisted Separations using NJDMAVA Form 25.

3. GOAL: To ensure a standardized procedure is followed in separating enlisted soldiers in an efficient and timely manner.

4. Units will continue to use NJDMAVA Form 25 to request separation of enlisted soldiers.

5. For soldiers being separated for unsatisfactory participation IAW AR 135-91, AR 135-178 and NGR 600-200, the discharge packet will include:

- a. A letter signed by the Battalion Commander stating the reason the soldier is leaving the National Guard based upon the results of his/her interview with the soldier.

- b. NJDMAVA Form 25 completed and signed by the unit commander and the chain of command up through the Major Subordinate Command (MSC) commander. See enclosure 1 for instructions for completion of NJDMAVA Form 25.

- c. The "Remarks" block of the NJDMAVA Form 25 will include the *name, rank,* and *telephone number* of the FTS representative who last made contact with the soldier. Additional remarks will include *date, method of contact* and a *brief summary* of the conversation.

- d. AWOL letters and certified mail receipts covering the periods of Unsatisfactory Participation.

- e. The soldier's original NJDMAVA Form 1315.

- f. Copies of DA Form 2446 for reduction and letters of notification of intent to reduce if appropriate.

6. For soldiers being separated for ETS, the packet will include:

- a. A letter signed by the Battalion Commander stating the reason the soldier is leaving the National Guard based upon the results of his/her interview with the soldier.
- b. NJDMAVA Form 25 completed and signed by the unit commander and the chain of command up through the MSC commander.
- c. A letter from the unit commander certifying the soldier has had a retention interview and has declined to extend or reenlist.
- d. The soldier's original NJDMAVA Form 1315.

7. For soldiers being separated other than ETS, i.e. hardship, incompatible occupation etc. the packet will include:

- a. A letter signed by the Battalion Commander stating the reason the soldier is leaving the National Guard based upon the results of his/her interview with the soldier.
- b. NJDMAVA Form 25 completed and signed by the unit commander and the chain of command up through the MSC commander.
- c. A signed letter from the soldier stating the reason for the discharge request.
- d. A memorandum from the unit commander certifying that he has interviewed the soldier and recommends discharge.
- e. The soldier's original NJDMAVA Form 1315.

8. For soldiers being transferred to the Inactive National Guard (ING) IAW NGR 614-1 the packet will include:

- a. A letter signed by the Battalion Commander stating the reason the soldier is leaving the National Guard based upon his/her interview with the soldier.
- b. NJDMAVA Form 25 completed and signed by the unit commander and the chain of command up through the MSC.
- c. A signed letter (Figure 2-3, NGR 614-1) from the soldier requesting transfer to the ING and stating the reason. ING should only be used as a temporary measure. The soldier's request must specify the date he/she anticipates resuming active status.
- d. The soldier's original NJDMAVA 1315.

OFFICIAL:

A handwritten signature in black ink, appearing to read 'FRANK R. CARLINI', with a stylized flourish at the end.

FRANK. R. CARLINI
COL, IN, NJARNG
Chief of Staff

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General

DISTRIBUTION: A, A2, B, C

- 4 Encls
- 1. NJDMAVA Form 25 Instructions
- 2. Sample of NJDMAVA 25
- 3. Enlisted Separation Flow Chart
- 4. Blank NJDMAVA Form 25

INSTRUCTION FOR COMPLETION OF NJDMAVA FORM 25

Block #1-8 Self explanatory

Block #9 Requested date of termination (This date must be later than the soldier's last Unit Training Assembly UTA)

Block #10 Soldier's ETS date

Block #11 Soldier's last address and phone

Block #12 As applicable

Block #13 As applicable

Block #14 Authority and narrative reason for discharge

Block #15 Name, Title, and phone number of unit representative

Block #16-18 As applicable

Block #19 Name, rank and phone number of FTS representative who last made contact with soldier. Additional remarks will include date, method of contact and a brief summary of the conversation.

Block #20 Self explanatory

BLANK FORMS MAY BE OBTAINED ON DMAVA WEBSITE:

http://www.state.nj.us/military/publications/bulletins/Army_Bulletins/index.html

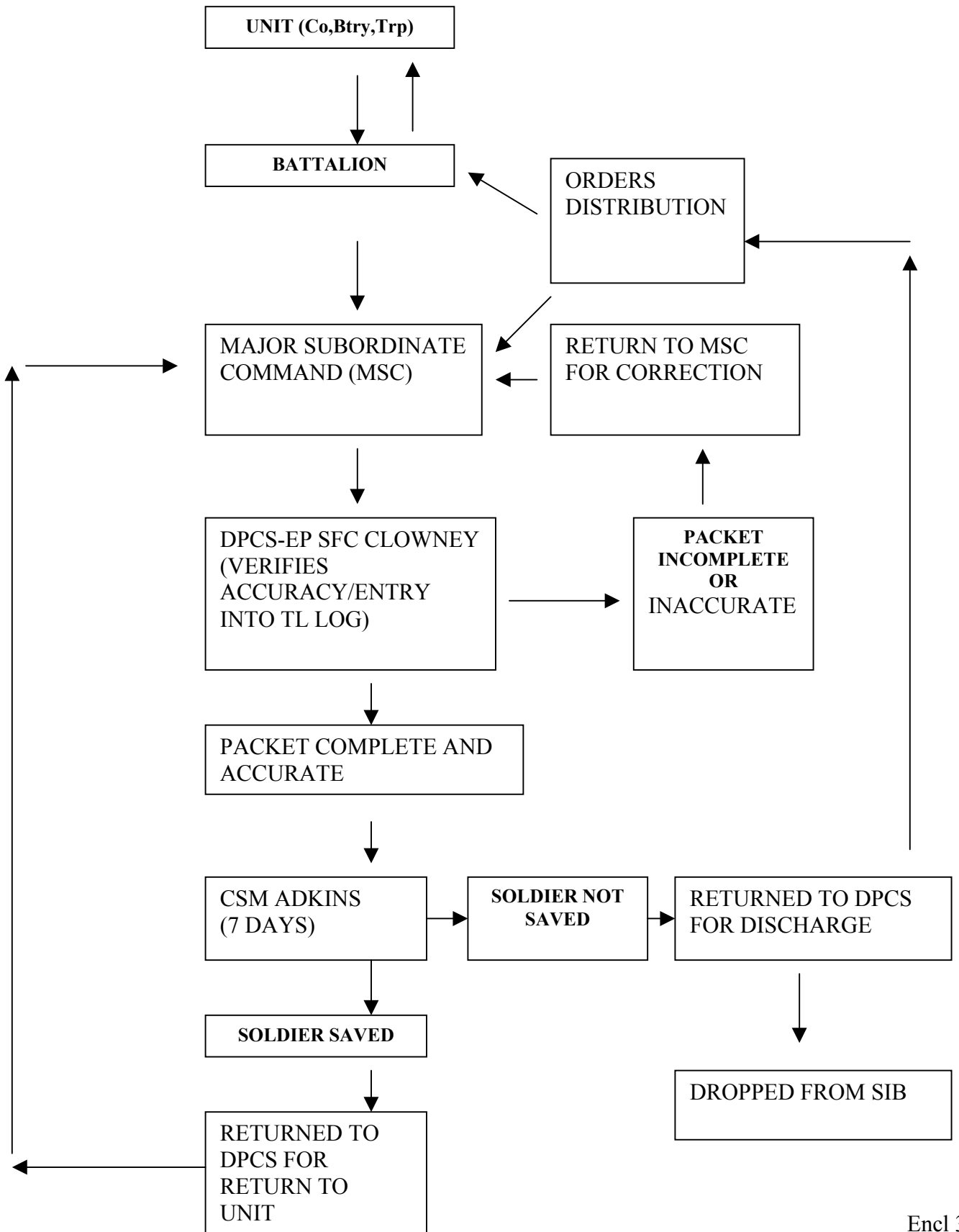
REQUEST FOR DISCHARGE (NJARNG)			DATE: 24 April 2002	
1. SEPARATION REQUESTED (CITE REASON FOR GENERAL DISCHARGE IN BLOCK 19) () HONORABLE DISCH (X) GENERAL DISCH () TRANSFER TO ING () TRANSFER TO RETIRED RESERVE TRANSFERS TO ING REQUIRE MEMO FROM SOLDIER AND CDR.				
2. UNIT AND ADDRESS: COB 1 ST BATTALION 119 TH INFANTRY NJARNG N. EVERGREEN AVE WOODBURY, NJ 08096			3. THRU: MAJOR COMMAND TO: THE CHIEF OF STAFF, DMAVA ATTN: DPCS-EP 3650 SAYLORS POND ROAD FT DIX, NJ 08625-0340	
4. NAME (LAST, FIRST, MI) JOHN J. PRIVATE		5. RANK/GRADE PV1	6. SSN 555-22-5555	7. PEBD 020902
8. DATE OF BIRTH: 020902	9. REQUESTED DATE OF DISCHARGE 020903	10. ETS 050902		
11. PERMANENT ADDRESS/TELEPHONE NUMBER 14 ANYSTREET ANYTOWN USA 04401			12. DISTINCTIVE ARNG LICENSE PLATE HOLDER () YES (X) NO	
13. PERIODS OF ACTIVE DUTY COMPLETED () REP IADT () 2 YEARS () 2+ YEARS () NONE () LESS THAN 12 WEEKS				
14. REASON/AUTHORITY FOR DISCHARGE NGR 600-200 (Include Narrative Reason) UNSAT PARTICIPANT NGR 600-200 PARA 8-26k			15. INVESTIGATED AND VERIFIED BY: AMY ANYONE SSG UNIT CLERK 555-555-5555 TYPE OR PRINT (NAME/RANK & TITLE)	
16. AWARD OF NJDoD CERTIFICATE OF APPRECIATION () RECOMMENDED (X) NOT RECOMMENDED (FOR ENLISTED PERSONNEL WITH 10 OR MORE YEARS OF SERVICE NJNG) (IF NOT RECOMMENDED EXPLAIN IN ITEM 19)				
17. AWARD OF NGB CERTIFICATE OF RECOGNITION () RECOMMENDED (X) NOT RECOMMENDED (FOR ENLISTED PERSONNEL WITH 20 OR MORE YEARS OF SERVICE - AT LEAST 10 IN NJNG) (IF NOT RECOMMENDED EXPLAIN IN ITEM 19)				
18. PROPERTY STATUS (Check one) () MEMBER IS NOT INDEBTED FOR PROPERTY () MEMBER IS INDEBTED BUT UNIT HAS BEEN RELIEVED OF PROPERTY RESPONSIBILITY () MEMBER IS INDEBTED AND REPORT OF SURVEY HAS BEEN SUBMITTED				
19. REMARKS (Please note if assignment to IRR is requested) IAN A GOOD SFC 555-555-5555 CONTACTED JOHN J. PRIVATE BY TELEPHONE 1400 ON 22MAY 2002. MEMBER STATED THAT HE HAD STOPPED COMING TO DRILL BECAUSE OF PERSONAL PROBLEMS. IS NO LONGER INTERESTED IN THE GUARD AND WILL NOT RETURN. () Check here if item 16 & 17 is not recommended due to insufficient time in service.				
20. NAME & GRADE OF COMMANDER (TYPE OR PRINT) JOHN J. CAPTAIN, CPT, COMMANDER			21. SIGNATURE OF COMMANDER	
HQ TO: CDR, 50 TH BDE, 42 ND ID (X) RECOMMEND APPROVAL () RECOMMEND DISAPPROVAL (COMMENTS MAY BE MADE ON REVERSE SIDE)			1 ST END DATE _____	
NAME & GRADE OF COMMANDER (TYPE OR PRINT) JOHN J. JONES, LTC, COMMANDING			SIGNATURE OF COMMANDER	
HQS, 50 TH BDE, 42 ND ID TO: CHIEF OF STAFF, NJDMAVA, ATTN: DPCS-EP, 3650 SAYLORS POND RD, FT DIX, NEW JERSEY 08640 (X) RECOMMEND APPROVAL () RECOMMEND DISAPPROVAL (COMMENTS MAY BE MADE ON REVERSE SIDE)			2 ND END DATE _____	
NAME & GRADE OF COMMANDER (TYPE OR PRINT) BARRY J. SANDERS, COL, COMMANDING			SIGNATURE OF COMMANDER	

NJDoD FORM 25

PREVIOUS EDITIONS ARE OBSOLETE AND WILL NOT BE USED
22 AUG 80 (SUBMIT IN ORIGINAL ONLY)

End (2)

ENLISTED SEPARATIONS FLOW CHART



REQUEST FOR DISCHARGE (NJARNG)				DATE:	
1. SEPARATION REQUESTED (CITE REASON FOR GENERAL DISCHARGE IN BLOCK 19) <input type="checkbox"/> HONORABLE DISCH <input type="checkbox"/> GENERAL DISCH <input type="checkbox"/> TRANSFER TO ING <input type="checkbox"/> TRANSFER TO RETIRED RESERVE TRANSFERS TO ING REQUIRE MEMO FROM SOLDIER AND CDR.					
2. UNIT AND ADDRESS:				3. THRU: MAJOR COMMAND TO: THE CHIEF OF STAFF, DMAVA ATTN: DPCS-EP 3650 SAYLORS POND ROAD FT DIX, NJ 08625-0340	
4. NAME (LAST, FIRST, MI)		5. RANK/GRADE	6. SSN		7. PEBD
8. DATE OF BIRTH:	9. REQUESTED DATE OF DISCHARGE		10. ETS		
11. PERMANENT ADDRESS/TELEPHONE NUMBER				12. DISTINCTIVE ARNG LICENSE PLATE HOLDER <input type="checkbox"/> YES <input type="checkbox"/> NO	
13. PERIODS OF ACTIVE DUTY COMPLETED <input type="checkbox"/> REP IADT <input type="checkbox"/> 2 YEARS <input type="checkbox"/> 2 + YEARS <input type="checkbox"/> NONE <input type="checkbox"/> LESS THAN 12 WEEKS					
14. REASON/AUTHORITY FOR DISCHARGE NGR 600-200 (Include Narrative Reason)			15. INVESTIGATED AND VERIFIED BY: TYPE OR PRINT (NAME/RANK & TITLE)		
16. AWARD OF NJDoD CERTIFICATE OF APPRECIATION <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED (FOR ENLISTED PERSONNEL WITH 10 OR MORE YEARS OF SERVICE NJNG) (IF NOT RECOMMENDED EXPLAIN IN ITEM 19)					
17. AWARD OF NGB CERTIFICATE OF RECOGNITION <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED (FOR ENLISTED PERSONNEL WITH 20 OR MORE YEARS OF SERVICE - AT LEAST 10 IN NJNG) (IF NOT RECOMMENDED EXPLAIN IN ITEM 19)					
18. PROPERTY STATUS (Check one) <input type="checkbox"/> MEMBER IS NOT INDEBTED FOR PROPERTY <input type="checkbox"/> MEMBER IS INDEBTED BUT UNIT HAS BEEN RELIEVED OF PROPERTY RESPONSIBILITY <input type="checkbox"/> MEMBER IS INDEBTED AND REPORT OF SURVEY HAS BEEN SUBMITTED					
19. REMARKS (Please note if assignment to IRR is requested) <input type="checkbox"/> Is a SRIP participant <input type="checkbox"/> Check here if item 16 & 17 is not recommended due to insufficient time in service.					
20. NAME & GRADE OF COMMANDER (TYPE OR PRINT)			21. SIGNATURE OF COMMANDER		
HQS, TO: <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL (COMMENTS MAY BE MADE ON REVERSE SIDE)			1 st Memo DATE _____		
NAME & GRADE OF COMMANDER (TYPE OR PRINT)			SIGNATURE OF COMMANDER		
HQS, TO: CHIEF OF STAFF, NJDMAVA, ATTN: DPCS-EP, 3650 SAYLORS POND RD, FT DIX, NEW JERSEY 08640 <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL (COMMENTS MAY BE MADE ON REVERSE SIDE)			2 nd Memo DATE _____		
NAME & GRADE OF COMMANDER (TYPE OR PRINT)			SIGNATURE OF COMMANDER		

NJDMAVA FORM 25

PREVIOUS EDITIONS ARE OBSOLETE AND WILL NOT BE USED
(SUBMIT IN ORIGINAL ONLY)

16 May 02

Encl (4)